



K Screen Update

May 4, 2017

2017-18 K Screen, Update 3

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Dates to Remember:

July 1 – submit staff file to Melody Cooper

July 18 – Training of trainers in Frankfort, register with Melody Cooper

July 27 – classes set up in IC

K Screen Links:

[Common Kindergarten Entry Screener, KDE](#)

Information on the K Screen, plus forms and previous updates.

[Refresher Webcast, KDE Media Portal](#)

Recording of the March 27 online session hosted by Melody Cooper.

[Open House Data, KDE](#)

K Screen results released statewide

[Curriculum Associates, Kentucky](#)
Online training videos regarding the Online Management System can be found here.

Planning is underway for the 2017-18 K Screen implementation. Please read carefully as this update is full of time-sensitive information.

Screening Materials

Orders submitted in March and April are expected to ship during the first week of May. Alert schools to hold screening materials in preparation for the 2017-18 school year. Most school orders arrive in large envelopes and are easy to misplace during the end-of-the-year bustle.

Submit the attached order form to Melody Cooper if materials are needed and have not been ordered yet.

Brigance Online Management System (OMS)

Staff File:

There are a few preparations to consider for next year's Brigance OMS account. The OMS Staff File Template, along with a PowerPoint presentation giving detailed instructions for completing the file can be accessed on the [K Screen web page](#) under Training and Resources. *The PowerPoint slides must be viewed in presentation mode to hear the instructions.* Staff members who need access to the Brigance OMS should be included in the file **UNLESS**:

- The staff member is a district Brigance contact who receives updates from Melody Cooper. Those staff members will be added as users in the Brigance OMS automatically.
- The staff member is a kindergarten homeroom teacher with his or her **homeroom set up in Infinite Campus (IC) and at least one student assigned to his or her class by July 27**. Those teachers will be set up as users in the Brigance OMS automatically. If you are not confident that preparations will be complete for kindergarten teachers by July 27, please include them on the staff file.

Please read the "Directions" tab carefully before completing the "Staff File Template" tab. Submit one file per district to [Melody Cooper](#) by July 1.

Infinite Campus Preparations:

Setting up classes – A data exchange process is in place to pull class and student information from IC and import the information into the Brigance OMS. Districts, schools, classes and kindergarten homeroom teachers will be automatically set up in the Brigance OMS. Core Assessment and Self-help and Social-Emotional data for each student is entered into the Brigance OMS, and the results are merged into IC after the statewide data reporting process is complete. In order for the Brigance OMS to initially set up correctly, districts and schools must schedule the homerooms in IC. Each kindergarten homeroom must be coded as one of the following:

703001 Elementary Homeroom

K Screen Contact:

Melody.Cooper
@education.ky.gov

(502) 564-7056, ext.
4763

701010 Primary Self-Contained

600117 Self-Contained Emotional/Behavioral Disability (EBD) –Life Skills

600101 Self-Contained Functional/Mental Disability (FMD)

The homeroom must also be associated with a teacher whose district email address is entered into IC. Be sure that teacher name changes which are reflected in their email addresses have been updated in IC. The teacher's email address is how students are assigned to the correct class in the Brigance OMS.

Enrolling students – There is no way for Kentucky Department of Education or district staff to manually add students into the Brigance OMS. As students enroll and are assigned to a homeroom with one of the required codes, the student data will automatically populate into the Brigance OMS. The system will refresh once a week; district staff can usually expect to see new students by Wednesday of each week. If new students are not showing up, check that everything is entered correctly in IC. If it is, contact [Melody Cooper](#) for support.

Common pitfalls – If a student has a suffix in his name, such as Jr., make sure it is entered in the suffix box in IC and not the last name box. Ensure that birth dates are entered correctly. Often the child's birth month and day is entered correctly, yet the current year instead of the birth year is entered.

Screening data can only be entered when the students populate in the Brigance OMS. The projected date for the Brigance OMS account to go live is Aug. 9, and the account is often not completely updated with classes and students. If your school or district plans to forgo paper data sheets and screen only with iPads, do not schedule screenings until Aug. 9 or later.

Training Resources

Training resources for experienced teachers can be found under "Training and Resources" on the [K Screen web page](#). The "Refresher Webcast PowerPoint Slides" contain material for *experienced* staff. The updated training materials for *new* teachers are attached to this message. The material for new teachers belongs to Curriculum Associates and cannot be publicly posted. A site is being created by Curriculum Associates where all of their training materials can be posted and accessed with a password. District contacts will receive the password when the site is functional.

Updated Forms

Updated forms have been posted to KDE's [K Screen web page](#). The parent survey for the Self-help and Social-Emotional scales is attached in English and Spanish. This form must be copied, as it is not furnished in the materials from Curriculum Associates. **However, the parent survey is part of the screen and must be completed only during your district's screening window.**